

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.767
	STATE OF HAWAII	8.768
.		8.769
		8.770

Class Specifications
for the

CRIMINAL IDENTIFICATION TECHNICIAN SERIES

Series Definition:

This series includes all classes of positions which involve the classification and comparison of fingerprints for criminal identification purposes using the Henry System of fingerprint classification and an automated fingerprint identification system (AFIS).

The work of positions in this series is performed in the State's Criminal Identification Section of the Hawaii Criminal Justice Data Center which is responsible for managing and coordinating a statewide criminal fingerprint identification system of offenders arrested, and other data/records received from contributing law enforcement, custodial and judicial agencies in the State.

Positions in these classes also work with criminal history files by entering data, filing and consolidating records, and retrieving and annotating arrest charge documents for expungement.

Level Distinctions:

Classes in this series are distinguished from each other by differences in:

- 1) The complexity of work assignments which is a function of the type of criminal fingerprint classification, comparison and identification work performed (e.g., tenprints vs. latent prints) and the amount of guidance/review of work required.
- 2) The breadth of knowledge, skills and abilities required to perform tenprint or latent criminal fingerprint classification and comparison utilizing the Henry System of fingerprint classification and/or an automated fingerprint identification system, and testify in court as a fingerprint expert.

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This is the first specification for the new CRIMINAL IDENTIFICATION TECHNICIAN SERIES.

Effective Date: _____

DATE APPROVED: _____
JAMES H. TAKUSHI
Director of Human Resources Development

CRIMINAL IDENTIFICATION TECHNICIAN I **8.767**
(CRIMINAL ID TECHNICIAN I)

Class Distinguishers:

Complexity: Operates a computer workstation to input data and verify fingerprints in AFIS; receives on-the-job training in fingerprint pattern identification and fingerprint comparison methods and practices; performs data entry into the Offender-Based Transaction Statistics/Computerized Criminal History (OBTS/CCH) system; and assists a higher level technician in consolidating, filing and retrieving criminal history records/arrest charge documents.

Supervisory Controls: Receives specific guidance and instruction in fingerprint pattern identification and fingerprint comparison methods and practices; completed work is reviewed by the supervisor or higher level technician.

Full Performance Knowledges and Abilities: (Knowledges and abilities required for full performance in this class.)

Knowledge of: Office practices and procedures; English grammar and spelling; addition; Hawaii's criminal justice information system procedures (e.g., AFIS, OBTS/CCH system); functions/activities of criminal justice agencies and their relationship with the Criminal Identification Section's processes; criminal history record keeping practices; fingerprint patterns and characteristics; basic fingerprint

comparison methods and practices; and pertinent laws, policies and procedures.

Ability to: Compare names and numbers quickly and accurately; accurately enter alphanumeric data using a computer keyboard; learn to utilize a computer workstation to input data and verify fingerprints; identify fingerprint patterns and indicate core markings; under close supervision, compare fingerprints to determine whether the prints are of the same person; assist in consolidating, filing and retrieving criminal history/arrest records; read and understand detailed manuals, instructions and other similar material; and follow written and oral instructions.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Checks to see that information (e.g., name, aliases, date of birth, place of birth, social security number, etc.) on all incoming fingerprint cards, arrest records and associated documents is accurate/consistent and complete. Operates a computer workstation to enter/verify applicable data into the AFIS and Offender Based Transaction Statistics/Computerized Criminal History system.
2. Initially receives on-the-job training in identifying fingerprint pattern types, references and core as prescribed by "Henry" pattern interpretation rules. Enters (scans) tenprints into AFIS for a technical search utilizing an AFIS full function workstation and performs quality control (clarity, centered) on fingerprint images.
3. Under close supervision, compares possible matches generated by AFIS to determine whether the prints are of the same person. Fingerprint comparison work is subject to review by a higher level technician.
4. Assists a higher level technician in consolidating, filing and retrieving criminal history records/arrest

charge documents.

5. Completes form letters to other agencies for the supervisor's signature.
6. Searches criminal history records and other documents for information as requested.

CRIMINAL IDENTIFICATION TECHNICIAN II **8.768**
(CRIMINAL ID TECHNICIAN II)

Class Distinguishers:

Complexity: Receives on-the-job training in fingerprint classification, searching, and filing methods and practices using the Henry System of fingerprint classification for criminal identification purposes; enters/verifies arrest record data and fingerprints in AFIS; and independently performs tenprint fingerprint comparisons which are subject to review by a higher level technician for accuracy.

Supervisory Controls: Receives specific guidance and instruction in tenprint fingerprint classification, searching and filing methods and practices; and completed work is reviewed by a higher level technician.

Full Performance Knowledges and Abilities: (*Knowledges and abilities required for full performance in this class.*) In addition to the knowledges and abilities required at the next lower level:

Knowledge of: Fingerprint comparison methods and practices; Henry System of fingerprint classification; search and filing methods and practices; and familiarity with FBI extensions.

Ability to: Under close supervision, classify, search for, and file tenprint fingerprints using the Henry System of fingerprint classification.

Examples of Duties: (*Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.*)

1. Receives on-the-job training in tenprint fingerprint classification, search and filing methods and practices using the Henry System of fingerprint classification for criminal identification purposes.
2. Compares arrest record fingerprints with the AFIS files or the master fingerprint files and determines whether the fingerprints are of the same person. Matches are subject to the review of a higher level technician to verify accuracy.
3. As directed, independently consolidates and files criminal history records/arrest charge documents.
4. As directed, assists in the expungement of criminal records by retrieving arrest charge documents.
5. In addition, may perform work characteristic of the

next lower level.

CRIMINAL IDENTIFICATION TECHNICIAN III
(CRIMINAL ID TECHNICIAN III)

8.769

Class Distinguishers:

Complexity: Independently compares arrest record fingerprints with AFIS and master tenprint records for criminal identification purposes; classifies, searches for, and files tenprint fingerprints utilizing the Henry System of classification; provides expert tenprint courtroom testimony as required; receives on-the-job training in latent fingerprint examination methods and practices; and expunges criminal records in accordance with expungement orders.

Supervisory Controls: Tenprint fingerprint classification and comparison work is performed independently. Receives specific guidance and instruction on latent fingerprint examination methods and techniques; and completed work is reviewed by the Criminal Identification Supervisor or a higher level technician.

Full Performance Knowledges and Abilities: (*Knowledges and abilities required for full performance in this class.*) In addition to the knowledges and abilities required at the next lower levels:

Knowledge of: Basic methods and techniques involved in latent fingerprint examination; and basic knowledge of practices and procedures relating to the handling of latent fingerprints for criminal identification purposes (e.g., rules of evidence, chain of custody).

Ability to: Independently classify, search for, compare and file tenprint fingerprints using the Henry System of fingerprint classification and an AFIS; review the fingerprint classification and comparison work of others; testify in court as a tenprint expert; perform latent fingerprint examination under close supervision; express facts clearly, orally and in writing; and independently retrieve and annotate criminal history records/arrest charge documents for expungement.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Independently classifies, searches and files tenprint fingerprints for criminal identification purposes using the Henry System of fingerprint classification.
2. Compares arrest record fingerprints with AFIS files or the master fingerprint files and determines whether the fingerprints are of the same person.
3. Testifies in court as a tenprint expert. May prepare a written report documenting tenprint comparison findings.
4. Verifies accuracy of fingerprint comparison work of lower level technicians. Consolidates records if arrest record fingerprints match tenprints in the AFIS database; or enters arrest record fingerprints into the permanent AFIS database if arrest record fingerprints do not match tenprint records in the AFIS database.
5. Receives on-the-job training in latent fingerprint examination methods and practices. Performs comparison

of tenprint to unsolved latent fingerprints under close supervision.

6. Assists in training lower level Criminal Identification Technicians in tenprint fingerprint classification and comparison.
7. Independently retrieves and annotates arrest charge documents for expungement, in accordance with expungement orders.
8. In addition, may perform work characteristic of the next lower level.

CRIMINAL IDENTIFICATION TECHNICIAN IV
(CRIMINAL ID TECHNICIAN IV)

8.670

Class Distinguishers:

Complexity: Examines latent fingerprints obtained from crime scenes and evaluates prints in order to establish the identity of suspects; and testifies in federal and State courts in regards to tenprint and latent fingerprint examinations.

Supervisory Controls: Work is performed under the general supervision of the Criminal Identification Supervisor.

Full Performance Knowledges and Abilities: (*Knowledges and abilities required for full performance in this class.*) In addition to the knowledges and abilities required at the next lower levels:

Knowledge of: Methods and techniques involved in latent fingerprint examination; practices and procedures relating to the handling of latent fingerprints for criminal identification purposes (e.g., rules of evidence, chain of custody); AFIS processes, capabilities and requirements; and

laws relating to criminal records (e.g., statutes of limitations for various offenses).

Ability to: Independently determine the identity of persons through the examination of latent fingerprints; testify in court as a latent fingerprint expert; and advise and instruct others in the Henry System of fingerprint classification, tenprint and latent fingerprint examination methods and practices, and the use of an AFIS.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Encodes (indicates minutae) and launches latent to tenprint fingerprint searches using AFIS; and compares latent and tenprint fingerprints and determines identification or non-identification of latent to tenprint searches.
2. Makes final determinations of identifications or non-identifications of tenprint, and latent to tenprint searches made by lower level technicians.
3. Testifies in federal and State courts concerning tenprint and latent fingerprint examination as an expert witness. Prepares written report to document latent fingerprint examination findings.
4. Ensures that the overall quality of fingerprint images (latent and tenprint) and data in AFIS is maintained.
5. Provides training to lower level Criminal Identification Technicians and personnel from other jurisdictions (local law enforcement and other governmental agencies) in tenprint and latent fingerprint examination as required.
6. Advises and assists county law enforcement agencies in latent and tenprint fingerprint examinations as required.

7. Responsible for the monitoring and maintenance of various databases. Monitors database storage availability and flags records for possible deletion (e.g., unsolved latents whose statute of limitations has been exceeded). Works with county police departments to delete unnecessary records. Processes deletions of records from tenprint and unsolved latent databases as a result of expungements, deaths or consolidations.
8. Assists in the performance of database system maintenance procedures; and runs daily system checks, operational readiness tests and preventive maintenance tests. Provides supervisor with standard and ad hoc system generated reports (e.g., system operations status, work volume, throughput, database quality).
9. In addition, may perform work described at the lower levels.